



BOARD OF COMMISSIONERS' MINUTES

Tuesday, July 17, 2018, 10:00 A.M.

Willowbank Office Building
420 Holmes Street, Room 146
Bellefonte, PA 16823

I. CALL TO ORDER

The public meeting of the Centre County Board of Commissioners was called to order at 10:01 AM on July 17, 2018 by Chair of the Board, Michael Pipe.

II. PLEDGE OF ALLEGIANCE

In attendance were Commissioner Michael Pipe, Chair; Commissioner Mark Higgins; Commissioner Steven Dershem; Administrator, Margaret Gray; Deputy Administrator, Natalie Corman and Executive Assistant, Natalie Bird.

Representatives from the news media included Kelsey Thomasson and Gary Sinderson.

County personnel present included Lee Shaeffer, Dave Lomison, Linda Marshall, Chuck Witmer, Mike Bloom, Joyce McKinley, Tom Martin, Krista Davis, Bill Browder, and Travis Walker.

Guest present included Jacob Buery and Laura Dininni.

CNET staff were present.

III. PUBLIC COMMENT

IV. MEETING MINUTES

Commissioner Dershem asked that the minutes from last week reflect the correct resolution being amended for the Multimodal Transportation Fund Grant. Resolution 11 of 2018 is amending Resolution 5 of 2018 to provide additional clarifications.

On a motion by Commissioner Higgins, seconded by Commissioner Dershem, the Board voted unanimously to approve the minutes from the Tuesday, July 10, 2018 Board of Commissioners' meeting.

V. REQUEST FOR QUALIFICATIONS

Controller – Chuck Witmer asked the Board to consider advertisement of a RFQ for professional auditing services to audit Centre County Government's financial statements for the year ending 2018, with the potential of auditing the Centre County Government's financial statements for the three subsequent years. Current external auditor Maher Duessel has fulfilled the terms of their contract and Chuck would like to allow other firms the opportunity to be considered for this service. On a motion by Commissioner Higgins, seconded by Commissioner Dershem, the Board voted to approve advertisement of the RFQ – Professional Auditing Services – Dept. 125.

VI. INVITATIONS FOR BID

A. Capital Projects

- i. Lee Sheaffer asked the Board to consider advertisement of an IFB for replacement of the roof at the Sheriff's Office. Approximately 8,000 square feet, the project is expected to be completed this fall. On a motion by Commissioner Higgins, seconded by Commissioner Dershem, the Board voted to approve advertisement of the IFB – Sheriff's Office Roof Replacement – Dept. 971.
- ii. Margaret Gray introduced Jacob Buery of Weber Murphy Fox to discuss the Courthouse Administration Office Suite Renovation. This project is the next phase of accommodating departments in the Courthouse and Temple Court Buildings. Jacob explained that the office previously occupied by the Public Defender will be renovated so that Court Administration can move into the space. Renovations will include minor demolition and replacement of finishes and doors, upgrades to security and accessibility, and electrical components. The project will be mindful to the historical nature of the building. On a motion by Commissioner Higgins, seconded by Commissioner Dershem, the Board voted to approve advertisement of the IFB – Courthouse Administration Office Suite Renovation (General Construction and Electrical) – Dept. 971.

VII. RESOLUTIONS

Planning – Linda Marshall reviewed Resolution 12 of 2018 a resolution adopting a Fair Housing Policy, making known the County's commitment to the principle of Fair Housing, and describing actions it shall undertake to further fair housing. The resolution must be adopted annually and submitted to the Department of Community and Economic Development. A requirement of the Department of Housing and Urban Development is that the County includes a translated statement for languages present in our communities that exceed a 5% threshold, Harris Township exceeds the threshold with their Russian population. On a motion by Commissioner Higgins, seconded by Commissioner Dershem, the Board voted to add Resolution 12 of 2018 to next week's Consent Agenda – Dept. 815.

VIII. CHECK RUN

Commissioner Higgins reported that the check of the week was to West Penn Power in the amount of \$11,109.20. On a motion by Commissioner Higgins, seconded by Commissioner Dershem, the Board made a motion to approve the check run in the amount of \$876,204.05 dated July 13, 2018.

IX. ADMINISTRATOR'S REPORT

- A. Margaret reported that a significant upgrade to Finance Plus is nearly complete. The system is used widely by Financial Management and Human Resources to record time, enter payroll, prepare purchase orders, and track expenditures, among many other tasks. Tom Martin, Director of Financial Management prepared a team consisting of employees from Finance, Human Resources, Controller's Office, Treasurer's Office, and RBA to successfully migrate to version 5.1. This software has not been upgraded since 2009.
- B. With the passing of Ordinance 2 of 2017, the Commissioners' agreed to present an annual report of the received fees for local use funds and planned expenditures. Margaret welcomed Mike Bloom, Assistant Director of Planning and Community Development to provide an update. Mike reported that the Ordinance was passed in May 2017 and took effect October 1, 2017. The County received it's first payment in December 2017 totaling \$25,854. The second payment was received in June for the first full six month allocation, this payment totaled \$244,355. With interest earned, the total fund balance is \$270,498.03 and the next payment will be received in December 2018. The 2018 annual report will be submitted to the State in January. Commissioner Pipe asked that this update be made available on the County's website and Commissioner Higgins requested Mike begin preparing to apply for the \$2 million road map funding the County would be eligible for.

X. CONTRACTS

- A. Elections – Joyce McKinley requested the Board consider the following contract renewals:
 - i. Automatic maintenance contract renewal with Pitney Bowes for the DF800 folder. The contract total is \$554.04 for the period of September 1, 2018 through August 31, 2019 – Dept. 131.
 - ii. Contract renewal with Election Systems & Software, LLC for firmware/software usage agreement for M-100'S, Automart units and AIMS software. The contract total is \$14,250 for the period of September 1, 2018 through August 31, 2019 – Dept. 131.

On a motion by Commissioner Higgins, seconded by Commissioner Dershem, the Board voted to add the contract renewals with Pitney Bowes and Election Systems & Software, LLC to next week's Consent Agenda.

- B. MIS/RBA – Bill Browder presented a contract renewal with CivicPlus to provide website hosting. The County has the option to redesign the web page under the agreement at no additional cost within specific limitations. The contract total is \$7,055.95 for the period of July 1, 2018 through June 30, 2019 and includes SSL certificate fees. Bob Lucier is working on an analysis of items currently housed on the County's server to prepare for the redesign, which should be considered by the end of the year. On a motion by Commissioner Higgins, seconded by Commissioner Dershem, the Board voted to add the contract renewal with CivicPlus to next week's Consent Agenda – Dept. 142.

- C. Prison – Margaret Gray reviewed the customer service and equipment hardware agreement with PSX, Inc. for maintenance of the security camera surveillance system at the Correctional Facility. The first year is at no cost to the County and the warranty will begin on the date the RFP project is completed. The contract total is \$77,010 for the period of July 1, 2018 through June 30, 2023. The installation of the new camera system is expected to be complete by August 1, 2018. On a motion by Commissioner Higgins, seconded by Commissioner Dershem, the Board voted to add the Contract renewal with PSX, Inc. to next week's Consent Agenda – Dept. 333.
- D. Records Management – Natalie Corman presented to the Board a contract renewal with Iron Mountain for offsite records management. Services include record security, transport of requested files, filing of records, and additional record management. The contract total is estimated at \$60,000 for the period of July 1, 2018 through June 30, 2019. Natalie reported that Iron Mountain houses just shy of 11,000 County record boxes in their offsite facility. On a motion by Commissioner Higgins, seconded by Commissioner Dershem, the Board voted to add the contract renewal to next week's Consent Agenda – Dept. 143.
- E. Risk Management – Krista Davis presented the renewal of an insurance bond for the Office of Aging Farmers Market Nutrition Voucher program with Travelers Insurance. The contract total is \$1,068 for the period of August 1, 2018 through August 1, 2021. On a motion by Commissioner Higgins, seconded by Commissioner Dershem, the Board voted to add the contract renewal with Travelers Insurance to next week's Consent Agenda – Dept. 112.

Action: Add the contract renewal with Travelers Insurance to next week's Consent Agenda.

F. Human Services

- i. Transportation – Dave Lomison asked the Board to consider two contracts awarded to Joel Confer Ford on July 3 as the result of a request for proposals.
1. Paratransit fleet vehicle maintenance contract with Joel Confer Ford for the period of July 1, 2018 through June 30, 2021 – Dept. 531.
 2. Business fleet vehicle maintenance contract with Joel Confer Ford for the period of July 1, 2018 through June 30, 2021 – Dept. 532.

On a motion by Commissioner Higgins, seconded by Commissioner Dershem, the Board voted to add the contracts with Joel Confer Ford to next week's Consent Agenda.

ii. Adult Services – Natalie Corman presented the following items for Adult Services:

1. Pennsylvania Homeless Management Information System collaborative participation agreement permitting the Office of Adult Services access to the statewide database. Access to and data entry into this database is a requirement of the department of Housing and Urban Development (HUD) all CoC/HUD grantees. There is no cost for this agreement – Dept. 501.
2. Pennsylvania Housing Finance Agency (PHFA) PHARE/RTT report, this program funds the extension of the Homemaker Services Program. The contract total is \$26,000 which is State funded for the period of July 1, 2017 through June 30, 2018 – Dept. 501

On a motion by Commissioner Higgins, seconded by Commissioner Dershem, the Board voted to add the collaborative participation agreement and PHARE/RTT report to next week's Consent Agenda.

iii. MH/ID/EI D&A – Natalie Corman presented to the Board the transition plan agreement for Centre County Early Intervention, the Central Intermediate Unit #10 and the Tyrone School District for 2018-2019. The transition plans outline the responsibility of each entity to provide transition plans for children turning three within the early intervention program. There is no cost for this agreement for the period of July 1, 2018 through June 30, 2019 – Dept. 561.

On a motion by Commissioner Higgins, seconded by Commissioner Dershem, the Board voted to add the transition plan agreement to next week's Consent Agenda.

G. Commissioners – Margaret Gray asked the Board to consider advertisement in the Town & Gown, Salute to Veterans for the Centre County Office of Veteran's Affairs. The total cost for the half page ad is \$595. On a motion by Commissioner Higgins, seconded by Commissioner Dershem, the Board voted to approve the advertisement in the Town & Gown – Dept. 111.

XI. CONSENT AGENDA

On a motion by Commissioner Higgins, seconded by Commissioner Dershem, the Board voted to approve Consent Agenda Items A-J.

A. Resolution 10 of 2018 – Amending Resolution 7 of 2017 adopting the Board of Assessment Appeals of Centre County Appeal Procedures, Rules, and Regulations – Dept. 121.

- B. Resolution 11 of 2018 – Amending Resolution 5 of 2018 requesting a Multimodal Transportation Fund grant from the PA Department of Community and Economic Development Commonwealth Financing Authority – Dept. 151.
- C. Drug Free Workplace Policy
- D. Interior Facility Use Policy
- E. Court Administration – Purchase and installation of two Bosch indoor day/night dome cameras at the Pugh Street Magisterial District Judges Office by Vigilant Security, Inc. The total one-time cost is \$756.90, which will be submitted to the Administrative Office of Pennsylvania Courts (AOPC) for reimbursement through a security grant – Dept. 257.
- F. Domestic Relations
 - i. Contract addendum with Kimberly Hamilton, Esquire to increase the Title IV-D attorney rate to \$125.00 per hour, which is funded as follows: Federal \$82.50 and County \$42.50 for the period of August 1, 2018 through September 30, 2020 – Dept. 281.
 - ii. Contract addendum with Caren Bloom, Esquire to increase the Title IV-D attorney rate to \$125.00 per hour, which is funded as follows: Federal \$82.50 and County \$42.50 for the period of August 1, 2018 through September 30, 2020 – Dept. 281.
- G. Emergency Communications
 - i. Contract renewal with Breon's, Inc. to provide generator maintenance for the County's 911 tower sites and the Willowbank tower. The contract total is \$11,288.19 for the period of June 9, 2018 through June 8, 2019 – Dept. 354.
 - ii. Microwave lease agreement with Centre Communications, Inc. for the use of three segments (networks) of an IP Microwave system that Centre Communications owns, operates, and maintains. The initial term is three years with an automatic renewal for succeeding three year terms with a three percent escalator each year. The cost per year for the first term is \$11,652 year one, \$12,001.56 year two, and \$12,361.61 year three. A total of \$36,015.17 for the period of January 1, 2019 through December 31, 2021 – Dept. 354.
- H. Probation - Fiscal Year 2018-2019 State Offender Supervision Fund agreement, which enables the County to receive reimbursement for a portion of offender supervision fees collected by Probation and sent to the Board of Probation and Parole. The agreement total is approximately \$325,000 and is for the period of July 1, 2018 through June 30, 2019 – Dept. 301.
- I. Recorder of Deeds – Contract addendum to extend the contract with Data Trace Information Services, LLC (Data Trace) formerly known as RedVision Systems, Inc. This contract is for the County to provide Data Trace with indexed records on a daily basis, the County will receive \$.02 per record or \$50.00 per month, whichever amount is greater for the period of July 11, 2018 through July 10, 2021 – Dept. 133.

J. Human Services

- i. Transportation – Grant agreement and assurance of compliance with the Pennsylvania Department of Human Services to participate in the Medical Assistance Transportation Program (MATP) for Fiscal Year 2018-2019. The initial MATP allocation is \$591,061 for the period of July 1, 2018 through June 30, 2019 – Dept. 531.

ii. Adult Services

1. Contract addendum with Centre Helps to increase the contract total \$17,284 from \$70,000 to \$87,284 to allow for additional information and referral services for the period of July 1, 2017 through June 30, 2018 – Dept. 501.
2. Contract addendum with Centre County Youth Service Bureau to increase the contract total \$8,000 from \$107,898 to \$115,898 to allow for assistance with administrative oversight of the Rental and Mortgage Assistance Program for rental, mortgage, and security deposit assistance for the period of July 1, 2017 through June 30, 2018 – Dept. 5010
3. Contract addendum with Centre Helps to increase the contract total \$4,428 from \$23,390 to \$27,818 for additional short-term case management and financial assistance services for the period of July 1, 2017 through June 30, 2018 – Dept. 501.

iii. MH/ID/EI D&A

1. Contract renewal with Eagle Ridge Personal Care Home, LLC to provide mental health services including housing support. The contract total is \$30,000, which is funded as follows: State \$28,617 and County \$1,383 for the period of July 1, 2018 through June 30, 2019 – Dept. 561.
2. Contract renewal with Eagle Valley Personal Care Home, Inc. to provide mental health services including housing support. The contract total is \$333,292, which is funded as follows: State \$317,927 and County \$15,365 for the period of July 1, 2018 through June 30, 2019 – Dept. 561.
3. Contract renewal with Eagle View Personal Care Home, LLC to provide mental health services including enhanced support in a community residential rehabilitation setting. The contract total is \$437,000, which is funded as follows: State \$416,854 and County \$20,146 for the period of July 1, 2018 through June 30, 2019 – Dept. 561.

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XII. DISCUSSION ITEMS

- A. Commissioner Higgins announced that Sound Mind Healthcare has graduated from the Philipsburg Business Incubator and Bellefonte Springboard is nearly full with only a few uncommitted desks. Warren County is now working to create a co-working space and Washington County is creating a full sized business incubator.
- B. Commissioner Higgins asked the Board for their support to help bring an agriculture processing facility to Centre County. This would mean crops are grown here and milk will be produced here, then it will be processed here in the County. He also mentioned submitting a budget request for additional funding to create an agriculture based business incubator.

XIII. RECOGNITION

XIV. C-NET REQUESTS

XV. REPORTS - ANNOUNCEMENTS

A. Voter Registration Report

Commissioner Dershem reported that due to Statewide maintenance there will be no voter registration report this week.

B. Announcements

The Centre County District Attorney's Office and Centre County HOPE Initiative will host two town hall meetings to discuss the opioid epidemic. The meetings will be held on Tuesday, July 17 at 6:30 PM at the Philipsburg Middle School and Tuesday, July 31 at 6:30 PM at the American Philatelic Society, Bellefonte.

XVI. EXECUTIVE SESSION REPORT

There were no executive sessions to report.

XVII. PUBLIC MEETING SCHEDULE

Tuesday, July 17, 2018

BOC Meeting – 10:00 AM - Room 146WB

Thursday, July 19, 2018

BOC/Salary Board Meeting – 10:00 AM - Room 146WB – AS NEEDED

Retirement Board – 11:00 AM – Room 146WB

Tuesday, July 24, 2018

BOC Meeting – 10:00 AM - Room 146WB

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Thursday, July 26, 2018

Finance Committee Meeting – 9:00 AM – Room 146WB

BOC/Salary Board Meeting – 10:00 AM - Room 146WB – AS NEEDED

Retirement Board – 11:00 AM – Room 146WB

XVIII. BID / PROPOSAL SCHEDULE

XIX. ELECTION ANNOUNCEMENTS

Wednesday, August 1, 2018

Last day to circulate and file nomination papers.

Wednesday, August 8, 2018

Last day for withdrawal by candidates nominated by nomination papers.

XX. On a motion by Commissioner Higgins, seconded by Commissioner Pipe, the Board voted to adjourn the meeting at 11:05 AM.

ATTEST:

Margaret N. Gray
Administrator